



# Pittsburg State University Faculty Senate Meeting

**Date:** Monday, December 6, 2021  
**Time:** 3:00 p.m.  
**Location:** Ballroom C, Overman Student Center

## Agenda

- I. Call to order**
- II. Guest Speakers**
  - A. Jason Kegler, Academic Honesty**
- III. Approval of November 29, 2021 minutes**
- IV. Announcements**
  - A. Provost and Vice President of Academic Affairs- Dr. Howard Smith**
  - B. PSU/KNEA Remarks- Khamis Siam**
  - C. Student Senate Remarks- Kaedra Brenner**
  - D. Unclassified Professional Senate Remarks- Mary Jo Meier**
  - E. University Support Staff Remarks- Jeannice Parker**
  - F. Faculty Senate Report- Shawnee Hendershot**
- IV. Committee Reports**
  - A. Academic Affairs Committee - Chair: Mike Carper**
    - Undergraduate Curriculum Subcommittee - **Chair: Mary Jo Goedeke** (Mike Carper reporting)
    - Library Services/Learning Resources Subcommittee - **Chair: Chase Dearing**
    - Online and Distance Learning Committee - **Chair: Alex Binder**

- Academic Honors Subcommittee - **Chair: Matthew Lunde**
- Honors College Subcommittee - **Chair: Michelle Hudiburg**
- Writing Across the Curriculum Subcommittee - **Chair: Alex Binder**
- Diversity and Multicultural Affairs Subcommittee - **Chair: Eric Rojas**

**B. Student-Faculty Committee - Chair: Tracy Stahl (Grant Moss reporting)**

**C. All-University Committee - Chair: John Daley**

**D. Faculty Affairs Committee - Chair: Jennifer Harris**

**E. Constitution Committee - Chair: Norman Philipp**

**F. Pitt State Pathway Committee - Chair: Bob Kehle**

**G. Budget Committee - Chair: Chris Childers**

**H. Academic Honesty Committee - Chair: Karen Johnson**

**V. Unfinished Business:**

**VI. New Business:**

**VI. Open Forum:**

**VIII. Adjournment**

Next Faculty Senate Meeting: January 24, 3 p.m., Ballroom C

## **Committee Reports**

**Academic Affairs** – Chair: Mike Carper

No report.

**Undergraduate Curriculum** – Chair: Mary Jo Goedeke (Mike Carper reporting)

**Library Services** – Chair: Chase Dearing

No report.

**Online and Distance Learning** – Chair: Alex Binder

Revised “Course Meeting/Delivery Definitions” proposal for approval. Alex will bring revised document to the meeting.

**Academic Honors** – Chair: Matthew Lunde

**Honors College** – Chair: Michelle Hudiburg

No report.

**Writing Across the Curriculum** – Chair: Alex Binder

No report.

**Diversity and Multicultural Affairs** – Chair: Eric Rojas

**Student-Faculty** – Chair: Tracy Stahl (Grant Moss reporting)

- Met 11/17/21 to discuss a potential dead week policy violation. It was identified by this committee that there were two dead week policies. Our current dead week policy from 1999, which is posted in our current syllabus supplement, and an updated dead week policy that was passed by FS on March 14, 2014. (See policy below) The Spring 2022 syllabus supplement will reflect the most recent policy passed by FS in 2014.

The course professor from the reported dead week violation was contacted and had already taken corrective actions to remedy the complaint. Both the professor and student were satisfied with the corrective changes. No further action was needed.

- **Dead Week Policy:** No tests or major assignment(s), worth 10% or more of the final grade, shall be presented, given, or be made due during the week prior to final examination week, unless expressly identified in the course syllabus presented at the start of the semester.

**All-University** – Chair: John Daley

No report.

**Faculty Affairs** – Chair: Jennifer Harris (Amy Hite reporting)

No report.

**Constitution** – Chair: Norman Philipp  
No report.

**Pitt State Pathway** – Chair: Bob Kehle  
Approve SWK 250: Relationship Skills as new course under Wellness Strategies. See attachments for proposal and syllabus. (Contingent upon new course approval by Curriculum Committee and Faculty Senate.)

**Budget Committee** – Chair: Chris Childers  
No report.

**Academic Honesty** – Chair: Karen Johnson  
No report.

**Department of History, Philosophy, and Social Sciences  
Pittsburg State University**

**Spring 2021**

**SWK 250: RELATIONSHIP SKILLS**

INSTRUCTOR: Jeremey Wolfe, LCSW, Ed.D

OFFICE: 327D Russ Hall

EMAIL: [jdwolfe@pittstate.edu](mailto:jdwolfe@pittstate.edu)

OFFICE HOURS: M/W 1:45-3:45 pm or by appointment

PHONE: 620-235-4178

CLASS TIME: TBD

LOCATION: On Campus

CREDIT HOURS: 3

**I. COURSE DESCRIPTION (TAKEN FROM THE COURSE CATALOG):**

**SWK 250 Relationship Skills.** The purpose of the course is to learn to work and play well with others, which is essential to the human experience. This course focuses on developing the skills you need to build and sustain personal and professional relationships, take care of your own thoughts and feelings, and resolve conflicts with other people. Additionally, the course strives to integrate practical models of life skills into daily life, promoting healthy interaction with people from all walks of life. Anything you do in life will be impacted by your success or failure in developing relationships with other people.

**II. PITTSBURG STATE PATHWAYS:**

**PITTSBURG STATE PATHWAYS MISSION**

The Pitt State Pathway curriculum serves as the heart of the university education by fostering interdisciplinary competencies that typify the educated person. It is designed to facilitate the development of key proficiencies including communication and information literacy. The Pitt State Pathway curriculum provides a transformational experience that challenges students to think creatively and critically, and to immerse themselves in the productive examination of humans in their global setting. By encouraging the development of skills that promote life-long learning, the Pitt State Pathway fosters a sense of personal responsibility, an appreciation of diversity, and an understanding of interconnectedness in our truly global society.

**PITTSBURG STATE PATHWAYS ELEMENTS TARGETED BY THIS COURSE**

Pitt State Pathway Essential Studies Element

**PERSONAL AND PROFESSIONAL BEHAVIOR**

To lead productive lives, students must develop personal and professional behaviors, within and across disciplines. This will develop the aptitude to make informed choices regarding general wellness, fiscal decision-making, the development of personal and professional behaviors, and leadership skills. With these abilities, students will be better prepared and more confident in their abilities to actively engage and effectively perform in society.

Learning Outcome: *Students will model productive behaviors purposefully.*

**1. Wellness Strategies:**

Wellness encompasses the concepts and importance of physical fitness and/or activity over the lifetime, chronic disease prevention/management, nutritional knowledge, mental health

awareness, and continuous involvement in an exercise or physical/leisure time activity program to ensure students create a healthy lifestyle plan throughout their lifetime. Competency in this element means:

- *Understanding* chronic disease prevention/management;
- *Understanding* the principles of behavior and mental processes;
- *Evaluating* healthy lifestyle habits;
- *Analyzing* the benefits of exercise and physical/leisure time activity on mental health;
- *Creating* a healthy nutritional regimen;
- *Creating* a personalized exercise or physical/leisure time activity program;
- *Completing* an exercise or physical/leisure time activity course.

Companion Elements: This course addresses both the development of skills (relational and listening) and the appreciation of diversity elements and is listed as a G2 - Social Responsibility within a Global Context course.

### **Element of Social Responsibility**

Social responsibility within a global context is the ability to recognize one's accountability to society – locally, nationally, and globally. This incorporates the importance of active citizenship through the application of concepts such as equity, inclusiveness, collaboration, and building constituency in government, civic institutions, business, and community at large. Competency in this element means:

- Applying the concepts associated with active, responsible citizenship;
- Analyzing the ethical, social, and environmental consequences of local, national, and global organizations;
- Analyzing the historical consequences of local or national decisions on global systems.

## **ASSESSMENT OF PATHWAY ELEMENTS**

### **General Assessment Strategies**

Students learning will be assessed through a variety of strategies including, but not limited to, objective exams, written assignments, laboratories, journals, and presentations. Individual instructors will have freedom to choose the number and types of assessments in order to maximize their own strengths and in order to adapt to the format of individual course sections, whether face-to-face, online, writing-to-learn, or hybrid.

### **Element of Social Responsibility Assessment Strategies**

This element will be assessed using the Relational Reflection and Application, and the Listening Skill Interviews. These assignments specifically address accountability to society and development of the abilities needed to engage in active citizenship. Progress is measured through improvement in skills through the use of a pre- and post- evaluation.

### **Element of Diverse perspectives within a Global Context Assessment Strategies**

This element will be assessed using the Worldview, Values, and Ethic Evaluation. This assignment will address personal perspectives and allow for comparison and appreciation of diverse perspectives and worldviews. Progress is measured through personal narrative evaluation with instructor feedback.

### **Summative Assessment**

Students will take objective exams and quizzes consisting of content questions throughout the course. These will demonstrate cognitive competence in the above elements.

### III. COURSE OBJECTIVES:

At the end of the semester students will demonstrate:

1. The ability to learn and utilize basic active listening skills.
2. The ability to identify personal and professional conflict and create a healthy and positive response.
3. A development of self awareness and will utilize to improve personal and professional relationships.
4. An increased awareness of and ability to interact with diverse groups of people and worldviews.
5. The ability to develop and institute a personal and professional self-care plan.

### IV. TEXT AND READING MATERIALS FOR THE COURSE

Required Text:

1. DeVito, J.A. 2016, Communication skills in social work and human services, 1st, Pearson, England
2. Publication: Manual of the American Psychological Association (7th ed.).
3. Additional readings (required and supplementary) will be handed out and posted on CANVAS

**CANVAS:** Canvas is PSU's Learning Management System. As Canvas will be used for class materials, important notices, online discussions, and grading, it is important for you to be familiar with the system.

- Student support for Canvas: Students can become familiar with the basic functions of Canvas through the online tutorial. From the PSU homepage, click on Canvas (or go to <https://pittstate.instructure.com>). At the bottom of the login screen, click on the 'Canvas 101 Tutorial for Student' link. Students can also contact the Gorilla Geeks for support at 109 Whitesitt Hall, 620-235-4600, or [Geeks@pittstate.edu](mailto:Geeks@pittstate.edu). More information can be found at <http://www.pittstate.edu/office/gorilla-geeks/canvas/>

### V. COURSE OUTLINE

Course outline inserted here.

**Note:** This course outline is a plan for the semester. The *instructor reserves the right to alter the class schedule* to meet the students' needs or deal with unforeseen circumstances.

### VI. EVALUATION COMPONENTS (EXAMS AND ASSIGNMENTS)

1. **Worldview, Values, and Ethics Evaluation:** Students will complete a survey, evaluation, and critical evaluation of personal perspective.
2. **Relational Reflection and Application:** Students will process their relational experiences utilizing a regular reflection and application journal. A template for journal submissions will be provided by the instructor. Students are expected to submit monthly journal submissions throughout the semester.
3. **Listening Skills Interviews:** Students will record practice interviews to demonstrate and evaluate application of skill learning utilizing a pre- and post- format.

4. **Exams and Quizzes:** Students' knowledge will be evaluated through two exams and four class quizzes. These quizzes/exams will cover all readings and class material. Examinations will include fill-in-the-blank, multiple choice, and short answer items.

**VII. EVALUATION (GRADING)**

	Points	Grading Scale	
Worldview, Values, and Ethics Evaluation	250		
Relational Reflection and Application	250	90%-100%	A
Listening Skills Interview 1	150	80%-89.9%	B
Listening Skills Interview 2	150	70%-79.9%	C
Quizzes	100	60%-69.9%	D
Exams	100	Below 60%	F
<b>Total</b>	<b>1000</b>		

**Grading policy:** Your goal for this and other courses should be to make the most of your learning experience, and not simply "get an A." Your expectations about the grades you receive on assignments should be wholly based on: (1) the extent to which you respond accurately to assignment instructions and objectives, (2) the quality of your writing (to include grammar and spelling, organization, and clarity), (3) the extent to which you demonstrate critical thinking related to course readings and lectures, and (4) the extent and quality of your participation in class and group exercises.

If there is something about an assignment or an exam that is unclear to you, it is your job to bring it to the attention of your instructor as early as you can. Grade expectations should not be based on what you have received from other courses. If you have an issue with a grade you receive, please document the reasons for your **appeal in writing, within a week** of receiving grade on any assignment.

Grade of Incomplete will not be assigned except under unusual circumstances. This must be discussed with the instructor before the end of the semester.

**VIII. COURSE POLICY**

**Attendance and participation**

Students are expected to attend class, actively participate, practice active listening skills, complete reading assignments, and complete assignments by the due dates. Please remember that your class is a commitment that you have made. You should plan other things such as work, doctor appointments, meetings, and vacations around your classes.

**Laptops/Tablets/Cellphones/Other electronic devices**

Electronic devices are not required for effective participation in this class (except for online and hybrid courses). You need instructor's approval to use lab tops or tablets during the class. Cellphones should be turned-off or on vibrate mode. Attendance/participation points will be deducted for chronic use of electronic devices for non-class related activities.

**General conduct**

Our social work classes focus on knowledge, values, and skills. One skill we want students to begin practicing in classes is professional behavior. Students display their ability to behave like a professional



by arriving to class on time, paying attention in class, respecting instructor and peers, turning in assignment on time, and doing their best work. The instructor reserves the right to ask any student to leave class if that student's behavior interferes with the class learning. The students are expected to take care of their personal needs, if you need to step out for health-related reasons inform me beforehand or as soon as possible afterwards.

### **Communicating with the instructor**

Please ask me right away if you need help with something or have concerns that you want to address. You may talk to me in person, call me, or email me. I try to respond to emails within 24 hours of business days. If you ever email me and fail to receive a response within 24 hours, please feel free to contact me again. Similarly, I expect you to check your email and Canvas on a regular basis for any course notices.

### **Due dates for assignments**

The weekly assignment will be published every Monday. Assignments should be uploaded to Canvas, unless instructed otherwise. Because you are aware of due dates early in the semester, I expect you to plan ahead. Late work will result in a reduction of 15% each day that the assignment is late. An assignment is late if it is not uploaded to Canvas by midnight (Central Time) on the day it is due. Plan ahead so you will have time to deal with issues if they arise. Emailed assignments will not be accepted.

### **Following instructions on assignments**

All assignments must be completed in APA format. Pay special attention to the following requirements:

- 12-point Times New Roman font
- Double space
- One-inch margins
- No extra spaces between paragraphs
- APA citations – in-text and in the reference page

### **Workload**

Online learning requires a great deal of self-direction and discipline on the part of the student. In college courses you should generally plan to spend two to three hours outside of class for everyone in class which means 6-9 hours outside of class depending on the level of the course. For an online course you add the hours that you would have been in class. For an online course you should plan to spend 9-12 hours on the class each week.

Writing Center ([http://www.pittstate.edu/office/writing\\_center/index.dot](http://www.pittstate.edu/office/writing_center/index.dot)) is a great campus resource that helps you successfully complete writing assignments. You can also find basic information tutorials for APA style on their webpage ([http://www.pittstate.edu/office/writing\\_center/resources-for-writers.dot](http://www.pittstate.edu/office/writing_center/resources-for-writers.dot)). All writing assignment should follow the APA format unless instructed otherwise.

### **Snow policy**

If local elementary schools in Pittsburg or in your town cancel school, I do not expect you to drive to class. If Pittsburg schools are closed, I will hold class online. If Pittsburg schools are open, but schools in your community are closed, you may participate by completing an assignment at my discretion. If you need to use this option, please email me in the morning.

### **Accommodation for disabilities**

If you need accommodations because of a disability, please talk to me before the 2<sup>nd</sup> class period. Accommodations may be initiated through the Center for Student Accommodations, which is located in Axe Library. <https://www.pittstate.edu/office/center-for-student-accommodations/>

### **Instructor absence**

If it is ever necessary for me to miss class, class will take place on Canvas or special instructions for class activities will be provided.

### **Academic misconduct (Taken from the PSU's 'Code of Student's Right and Responsibilities')**

Education at the university level requires intellectual integrity and trust between faculty and students. Professors are obliged to master their subject and present as fair an account of it as possible. For their part, students are obliged to make an honest effort to fulfill both the letter and the spirit of course requirements. Academic dishonesty violates both integrity and trust. It jeopardizes the effectiveness of the educational process and the reliability of publicly reported records of achievement.

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. It includes, but is not limited to:

1. Giving or receiving unauthorized aid on examinations,
2. Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,
3. Submitting the same work for more than one course without the instructor's permission, and,
4. Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing another individual's ideas or concepts without acknowledging their work, or contribution. To avoid charges of plagiarism, students should follow the citation directions provided by the instructor and/or department in which the class is offered.

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be individual, rather than group, work. Hence, copying from other students' quizzes or exams, as well as presenting as one's own work an assignment prepared wholly or in part by another is in violation of academic honesty.

The above guidelines do not preclude group study for exams, sharing of sources for research projects, or students discussing their ideas with other members of the class unless explicitly prohibited by the instructor. Since the violation of academic honesty strikes at the heart of the educational process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates the "F" was the result of academic dishonesty) for the entire class and dismissal from the university.

When an instructor has a reasonably good faith belief that a student(s) has committed academic misconduct, that instructor has the sole discretion to give the student an F on the assignment/test to which the student committed academic misconduct or an F for the entire course. If such an F negatively affects the student's final grade in the course, that student(s) may appeal the final grade pursuant to the current Pittsburg State University Catalog's Grade Appeal process.

When the instructor wishes to impose an "XF", and/or more severe sanctions, he or she must first notify their department chair, dean, and the University's Academic Honesty Committee Chairperson in writing.

In addition, the same procedure applies if similar sanctions seem warranted for a student(s) or former student(s) who have assisted in a serious act of academic dishonesty.

### **Syllabus Supplement**

University policies that are relevant to you are nicely packaged in this syllabus supplement. Please take a few minutes to open this file to review university policies on matters such as dead week policies, final exam schedule, incompletes, and many other topics. The supplement also includes important dates and services offered to students. The syllabus supplement is found here:

<https://www.pittstate.edu/registrar/files/documents/12-3-20-spring-syllabus-supplement.pdf>

### **Weapons Policy**

Read PSU's weapons policy <http://pittstate.edu/weaponspolicy/> and if you are over 21 years of age and decide to take advantage of this policy, be aware that the instructor will follow it verbatim, without warning or exception:

- o If I see a handgun being used in a threatening or dangerous manner, I will call 911
- o If I see a handgun that is not an immediate threat but that is not concealed, I will contact University Police at 235-4624

### **FINAL NOTE:**

**The instructor reserves the right to change the syllabus as necessary.** You are responsible for all changes to the syllabus and for all information presented during class, regardless of whether or not you attended class.



	Voting Members					Ex-Officio Johnson
	Carper	Goedeke	Gupta	Lewis	Shadbolt	
<b>Dept: AT</b>						
Request for New Emphasis						
Add Diesel/Heavy Equipment (Caterpillar ThinkBIGGER online) emphasis	X	X	X	X	X	
<b>Dept: HPSS</b>						
Request for Revision to Course						
SWK 341 Revise course title to Social Work with Older Adults and course description	X	X	X	X	X	
SWK 365 Revise course title to Policy I: Social Process and Social Policy	X	X	X	X	X	
SWK 385 Revise course title to Human Behavior in the Social Environment I: Individual and Family Functioning	X	X	X	X	X	
SWK 465 Revise course title Policy II: Social Welfare Policy Analysis	X	X	X	X	X	
SWK 485 Revision to course title Human Behavior in the Social Environment II: Groups and Communities	X	X	X	X	X	
Request for New Course						
SWK 250 Relationship Skills	X	X	X	X	X	
SWK 422 Intermediate Internship	X	X	X	X	X	
JUST 295 Criminological Theory	X	X	X	X	X	
JUST 435 Crime Prevention	X	X	X	X	X	
Request for Revision to Curriculum						
Revise Justice Studies Minor to Public Policy Minor and revise courses	X	X	X	X	X	
<b>Dept: KCOB</b>						
Request Revision to Curriculum						
Revise Computing Minor to remove CIS 350 and reduce hours required	X	X	X	X	X	
Request for New Minor						
Add Minor in Management	X	X	X	X	X	
<b>Dept: MUSIC</b>						
Request for Revision to Curriculum						
Revise Vocal Performance Emphasis to remove opera workshop and to add music history	X	X	X	X	X	
Request for Revision to Course						
Revise Music 392 to align with new emphasis	X	X	X	X	X	
Revise Music 493 to require approval of BA Advisor and course description	X	X	X	X	X	
<b>Dept: PSYCH</b>						
Request for Revision to Curriculum						
Request to Revise Human Resource Development Emphasis update courses	Not Passed	Not Passed	Not Passed	Not Passed	Not Passed	

\*\* Request to revise the emphasis included in the proposed major curriculum two notes which stated "Do not select" on TM 606 Industrial Supervision and MGT 430 Legal and Social Environment of Business. The note explains that the course will be removed from required electives in future catalogs. Committee suggests removing this language. Any students taking the courses prior to a future catalog change will not be bound to the requirements of a future catalog. Sent back to department for consideration.



Pittsburg State University

**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A & SSubmission Date: 09/15/2021Contact Person: Keevoon Noh Faculty member  Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*The revision does not affect any other departments/college/ unit curricula or programs at Pittsburg State University.**Proposed Course:**Course Number: JUST 295Title of Course: Criminological TheoryCredit Hours: 3Date first offered: Spring/2021  
(Semester/Year) Fall  Spring  Summer  
(check all that apply)Prerequisite: NoneCourse Description (as it will appear in the next catalog): The student should have a deeper understanding of crime as a form of deviant behavior; nature and extent of crime; past and present theories; evaluation of prevention, control, and treatment programs and the future trends of criminological theory and criminal justice systems.Purpose/Justification for Proposed Course: Although the class of Criminological Theory is an essential coursework for students in the Criminal Justice major, it has not been taught as a required course in the criminal justice program at Pittsburg State University.Objectives/Student Learning Outcomes (as it will appear in the syllabus)The objectives of the course are:

- 1) To introduce the student to research and theories that are relevant to understanding crime and deviant behavior in the 21<sup>st</sup> century;
- 2) To increase our understanding of the criminological theory and how this impacts ourselves and society as a whole; and
- 3) To provide a forum for students to express their ideas and feelings regarding the criminal justice system and how it responds to people.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]

- 1) Exams (600 points: 60%): Each student is required to complete a total of three (3) exams. An exam will be given after 4 to 5 chapters covered in class. Exams may consist of multiple-choice questions, short answer, and essay questions. Each exam is worth 200 points.

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- 2) Online quizzes (200 points: 20%): Each student is required to take a total of 5 online quizzes throughout the semester on Canvas. Each quiz will be worth 40 points. Each quiz will have 20-30 multiple-choice questions. Detailed instructions will be given in class during the first week of the semester. Late work policy is stated above.**
- 3) Attendance (200 points: 20%): Each student is required to attend Zoom meetings every Tuesday and Thursday at 11 am until 12:15 pm. More than 20% unexcused absences of the classes through the semester will automatically lead to an "F" for the course grade.**

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.



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**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
No additional resources are required for this course.

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

N/A

3. Is this course to be considered for Pitt State Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

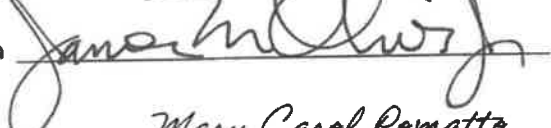

N/A

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after it has been approved by Faculty Senate as a new course.*

4. Will this course be required of any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?  
No additional costs are required for this course.

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 9/28/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-1-2021 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the SharePoint, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.

Pittsburg State University

**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPSS College: A & SSubmission Date: 03/29/2021Contact Person: KeeYoon Noh Faculty member  Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*The revision does not affect any other departments/college/ unit curricula or programs at Pittsburg State University.**Proposed Course:**Course Number: JUST 435Title of Course: Crime PreventionCredit Hours: 3Date first offered: Fall/2021  
(Semester/Year) Fall  Spring  Summer  
(check all that apply)Prerequisite: NoneCourse Description (as it will appear in the next catalog): The purpose of the course is to introduce students to the vast array of crime prevention techniques and approaches in existence and to explore new directions in crime prevention. The course is not a "how to" class in crime prevention. Rather, the emphasis is on the implementation, evaluation, and critique of crime prevention strategies.Purpose/Justification for Proposed Course: Although the class of Crime Prevention is an essential coursework for students in the Criminal Justice major, it has not been taught in the criminal justice program at Pittsburg State University.Objectives/Student Learning Outcomes (as it will appear in the syllabus)The objectives of the course are:

- 1) To meet the needs of students and an instructor for engaging, evidence-based, impartial coverage of interventions that can reduce or prevent deviance;
- 2) To understand primary prevention measures designed to prevent conditions that foster deviance; secondary prevention measures directed toward persons or conditions with a high potential for deviance, and; tertiary prevention measures to deal with persons who have already committed crimes; and
- 3) To discuss various aspects of the crime prevention debate in clear and accessible language, including the latest research concerning space syntax, physical environment and crime, neighborhood crime prevention programs, community policing, crime in schools, and electronic monitoring and home confinement.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]

Pittsburg State University

- 1) Exams (600 points: 60%): Each student is required to complete a total of three (3) exams. An exam will be given after 4 to 5 chapters covered in class. Exams may consist of multiple-choice questions, short answer, and essay questions. Each exam is worth 200 points.
- 2) Online quizzes (200 points: 20%): Each student is required to take a total of 5 online quizzes throughout the semester on Canvas. Each quiz will be worth 40 points. Each quiz will have 20-30 multiple-choice questions. Detailed instructions will be given in class during the first week of the semester. Late work policy is stated above.
- 3) Attendance (200 points: 20%): Each student is required to attend Zoom meetings every Tuesday and Thursday at 11 am until 12:15 pm. More than 20% unexcused absences of the classes through the semester will automatically lead to an "F" for the course grade.

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
No additional resources are required for this course.
  
2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*  
  
Please give the rationale for additional student fees:  
N/A
  
3. Is this course to be considered for Pitt State Pathway?  Yes  No  
  
If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:  
N/A  
*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after it has been approved by Faculty Senate as a new course.*
  
4. Will this course be required of any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*
  
5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?  
No additional costs are required for this course.

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 7/28/21 Signature, Department Chairperson Jane M. [Signature]
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the SharePoint, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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## Request for Revision to Curriculum

Revision for:       Major     Minor     Emphasis     Certificate

Department: History, Philosophy, & Social Sciences      College: Arts & Sciences

This program is to be offered 50% or more online as a Hybrid No

This program is to be offered fully online No

Submission Date: March 2021

Revision Effective: Fall, 2021

(Year)

Contact Person: Gary Wilson     Faculty member     Chair

Name of Existing Major or Minor/Emphasis/Certificate: Justice Studies

*If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:*  
Public Policy

Description of Change: Under the Justice Studies minor there has been a strong element of Public Policy in the courses selected. The name change reflects a more accurate title and the repackaging of courses.

Rationale for Change (include changes to curriculum objectives): Public Policy is a cross cutting term that has application for all content areas within the Social Sciences. Within the department we have had a Criminology minor which has been the more popular choice and the Justice Studies minor which has been lacking students and focus.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

Yes     No

*Whether a "yes" or "no" response, please provide an explanation.*

This minor remains available to any student at Pittsburg State University

Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

Yes     No

*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*

This does not impact any other department or program.

### Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:

\_\_JUST-104 Introduction to the Justice System (3 hours)

\_\_JUST-309 Principles of Justice Studies (3 hours)

Notes \*1: Plus a minimum of three hours from each category listed under the major; Society and Justice Issues, theories and Philosophy of Justice, and Criminal Justice. (15 hours)

**Proposed Major or Minor/Emphasis/Certificate:**

List below, the proposed curriculum as you wish it to appear in the online catalog:

**Public Policy Minor****Recommended Pathway Courses:**

ECON 191: Issues in Today's Economy

or

FCS 230: Consumer Education and Personal Finance (3 hours)

POLS 101 U.S. Politics

SOC 100: Introduction to Sociology

**Core Requirements for Public Policy Minor (9 hours)**

POLS 201: Introduction to Public Policy (3 hours)

SOSCI 396 Qualitative Methods (3 hours)

SOC 577: Public Affairs (3 hours)

Plus, a minimum of twelve hours of upper division electives chosen in consultation with the student's academic advisor (12 hours).

21 hours for the minor.



PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 10/8/21 Signature, Department Chairperson *Jamer M Olney* Type text here
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair *Mary Carol Pomatto*
- Approved: Dean of College  
Date 11/2/21 Signature, Dean *Mary Carol Pomatto*
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, PittState Pathway Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair *[Signature]*
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Notification to COCAO/Kansas Board of Regents (if required): Date: \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

Following Faculty Senate Approval, SUBMIT (if required) SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL). Please check with the Provost's administrative officer at x4113 if unsure.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent (if required) to the Kansas Board of Regents, which may result in a delay in implementation.



Pittsburg State University

**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPASS College: Arts & SciencesSubmission Date: 9/29/21Contact Person: Jeremy Wolfe Faculty member  Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This is an new SWK - G elective open to all majors and is not anticipated to impact any other program, department, college, or unit.**Proposed Course:**Course Number: SWK 250Title of Course: Relationship SkillsCredit Hours: 3Date first offered: Spring/2022  
(Semester/Year) Fall  Spring  Summer  
(check all that apply)Prerequisite: None

Course Description (as it will appear in the next catalog): The purpose of the course is to learn to work and play well with others, which is essential to the human experience. This course focuses on developing the skills you need to build and sustain personal and professional relationships, take care of your own thoughts and feelings, and resolve conflicts with other people. Additionally, the course strives to integrate practical models of life skills into daily life, promoting healthy interaction with people from all walks of life. Anything you do in life will be impacted by your success or failure in developing relationships with other people.

Purpose/Justification for Proposed Course: This course fills a need in the Wellness Strategies category of the Pathway and does not include a companion element.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

1. Learn and utilize basic active listening skills.
2. Identify personal and professional conflict and create a healthy and positive response.
3. Develop self awareness and utilize to improve personal and professional relationships.
4. Increase awareness of and ability to interact with diverse groups of people and worldviews.
5. Develop and institute a personal and professional self-care plan.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]

1. Worldview, Values, and Ethics Evaluation: Students will complete a survey, evaluation, and critical evaluation of personal perspective.

Pittsburg State University

2. Relational Reflection and Application: Students will process their relational experiences utilizing a regular reflection and application journal. A template for journal submissions will be provided by the instructor. Students are expected to submit monthly journal submissions throughout the semester.
3. Listening Skills Interviews: Students will record practice interviews to demonstrate and evaluate application of skill learning utilizing a pre- and post- format.
4. Exams and Quizzes: Students' knowledge will be evaluated through two exams and four class quizzes. These quizzes/exams will cover all readings and class material. Examinations will include fill-in-the-blank, multiple choice, and short answer items. .

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.

Pittsburg State University

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
None anticipated.

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:  
\_\_\_\_\_

3. Is this course to be considered for Pitt State Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

This course addresses both the development of skills (relational and listening) and the appreciation of diversity and will be listed as a G2 - social responsibility course. The pre and post listening skill interviews will provide assessment data.

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after it has been approved by Faculty Senate as a new course.*

4. Will this course be required of any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?  
None anticipated.

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 1/30/21 Signature, Department Chairperson James Miller
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the SharePoint, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Pittsburg State University

**Request for New Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPASS College: Arts and SciencesSubmission Date: 9/7/21Contact Person: Jeremy Wolfe Faculty member  Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This is an new elective open to social work majors and is not anticipated to impact any other program, department, college, or unit.**Proposed Course:**Course Number: SWK 422Title of Course: Intermediate InternshipCredit Hours: 1-3Date first offered: Fall/2021  
(Semester/Year) Fall  Spring  Summer  
(check all that apply)Prerequisite: SWK 201, SWK 221, SWK 222 and admission to the program.Course Description (as it will appear in the next catalog): The purpose of the course is to provide students with a professional, educationally supervised social work experience in a social service agency. Additionally, the course strives to integrate social work knowledge, values, and skills learned in classroom learning with those learned in the internship, allowing students to analyze and synthesize the questions and problems raised in field experience placement and to share the diverse practice experiences in consultation with peers and instructor.Purpose/Justification for Proposed Course: This course is designed to assist students in obtaining additional, practical field experience at social service agencies. The course is an elective for 1-3 credit hours enabling the students to have a monitored practical social work experience, allowing for the application of social work education in a micro, mezzo, or macro practice setting.**Objectives/Student Learning Outcomes (as it will appear in the syllabus)**

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Engage with Individuals, Families, Groups, Organizations, and Communities
4. Assess Individuals, Families, Groups, Organizations, and Communities
5. Intervene with Individuals, Families, Groups, Organizations, and Communities

**Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]**

1. Internship Hours: Complete 50 hours (per credit hour) in a social service agency and complete the Internship Log.

*Pittsburg State University*

2. Internship Reflection and Application: Students will process their agency experiences utilizing a weekly reflection and application journal. A template for journal submissions will be provided by the instructor. Students are expected to submit monthly journal submissions throughout the semester.
3. Agency Description: The student will complete an assignment providing details about the agency. This will include history, services, make up of professionals, description of their theoretical frameworks and connection to social service policy.
4. Instructor Meetings: Each month the student will meet with the instructor to process and debrief the agency experience.

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.



Pittsburg State University

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
None anticipated.

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:  
\_\_\_\_\_

3. Is this course to be considered for Pitt State Pathway?  Yes  No

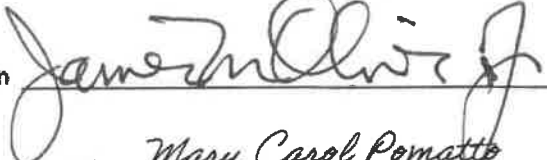

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:  
\_\_\_\_\_

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after it has been approved by Faculty Senate as a new course.*

4. Will this course be required of any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?  
None anticipated.

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 7/28/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_

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**Department of History, Philosophy, and Social Sciences  
Pittsburg State University**

**Semester YEAR**

**SWK 422: INTERMEDIATE INTERNSHIP**

**INSTRUCTOR:** Instructor  
**OFFICE:** Room Number  
**EMAIL:** email address  
**OFFICE HOURS:** TBA  
**PHONE:** Phone number

**CLASS TIME:** Online and In Person  
**LOCATION:** Canvas  
**CREDIT HOURS:** 1-3

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**I. COURSE DESCRIPTION (TAKEN FROM THE COURSE CATALOG):**

**SWK 345 Social Process and Social Policy.** 1-3 hours. The purpose of SWK 345 is to provide students with a professional, educationally supervised social work experience in a social service agency. Additionally, the course strives to integrate social work knowledge, values, and skills learned in classroom learning with those learned in the internship, allowing students to analyze and synthesize the questions and problems raised in field experience placement and to share the diverse practice experiences in consultation with peers and instructor.

Prerequisites: SWK 201, SWK 221, SWK 222 and admission to the program.

**II. MISSION OF SOCIAL WORK PROGRAM:**

The mission of PSU's Social Work Program is to prepare bachelor level social workers to utilize the knowledge, skills, and values of the social work profession in order to enhance the lives of individuals, families, groups, and communities and to promote social and economic justice locally, nationally, and globally.

To that end, the PSU Social Work Program aims to prepare students for:

- Generalist practice at all levels of the social environment and across the lifespan
- Utilization of the professional self which includes adherence to the Code of Ethics, professional demeanor, effective communication skills, self-awareness, and self-care
- Critical examination of and contribution to research, policies, and practices
- Living and working in a diverse environment
- Promoting human rights and social justice
- Graduate education
- Licensure

**III. COURSE OBJECTIVES:**

At the end of the semester, students will demonstrate competency:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Engage with Individuals, Families, Groups, Organizations, and Communities
4. Assess Individuals, Families, Groups, Organizations, and Communities
5. Intervene with Individuals, Families, Groups, Organizations, and Communities

Competencies	How is this content covered?	How is this assessed?
<b>1- Demonstrate Ethical and Professional Behavior</b>		
1.1 The student makes ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.	The instructor will work with the student on developing tasks in the agency the student understands and requires the application of the NASW Code of Ethics.	This will be assessed through internship reflection and application assignments.
1.2 The student will use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.	The student will utilize self-reflection to reveal and analyze personal and professional growth, based on internship experience.	This will be assessed through internship reflection and application assignments.
<b>2-Engage Diversity and Difference in Practice</b>		
2.1 The student will apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels;	The instructor and student will work with student in the development of tasks concerning diversity, and practice at the micro, mezzo, and macro levels.	This will be assessed through internship reflection and application assignments and the agency description assignment.
2.3 The student will apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.	The instructor and student will discuss personal biases and how that may affect their practice with diverse populations. Student is encouraged to express personal biases.	This will be assessed through internship reflection and application assignments.
<b>6-Engage with Individuals, Families, Groups, Organizations, and Communities</b>		
6.1 The students will apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.	The instructor will assist students in recognizing the theoretical frameworks from a human behavior & social environment perspective and how that relates to the clients from the agencies.	This will be assessed through internship reflection and application assignments and meetings with the instructor.

6.2 The students will use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.	The instructor will assist students in recognizing basic and active listening skills and how that relates to the clients from the agencies.	This will be assessed through Internship reflection and application assignments and meetings with the instructor.
<b>7-Assess Individuals, Families, Groups, Organizations, and Communities</b>		
7.2 The student will apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies;	The instructor will assist students in recognizing multidisciplinary theoretical frameworks and how that relates to the clients from the agencies.	This will be assessed through Internship reflection and application assignments and the agency description assignment.
<b>8-Intervene with Individuals, Families, Groups, Organizations, and Communities</b>		
8.2 The student will apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks.	The instructor will assist students in recognizing of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks and how that relates to the clients from the agencies.	This will be assessed through internship reflection and application assignments and meetings with the instructor.

#### IV. TEXT AND READING MATERIALS FOR THE COURSE

##### Required Text:

1. Publication: Manual of the American Psychological Association (7<sup>th</sup> ed.).

Additional readings (required and supplementary) may be posted on CANVAS

**CANVAS:** Canvas is PSU's Learning Management System. As Canvas will be used for class materials, important notices, online discussions, and grading, it is important for you to be familiar with the system.

- Student support for Canvas: Students can become familiar with the basic functions of Canvas through the online tutorial. From the PSU homepage, click on Canvas (or go to <https://pittstate.instructure.com>). At the bottom of the login screen, click on the 'Canvas 101 Tutorial for Student' link. Students can also contact the Gorilla Geeks for support at 109 Whitesitt Hall, 620-235-4600, or [Geeks@pittstate.edu](mailto:Geeks@pittstate.edu). More information can be found at <http://www.pittstate.edu/office/gorilla-geeks/canvas/>

**V. COURSE OUTLINE**

<b>Week</b>	<b>Date</b>	<b>Topics</b>	<b>Readings/ Assignments</b>
1			
2		Introduction to the Course	
3			Internship hours due
4			
5			Instructor Meeting #1 due
6			
7			Internship hours, and Reflection and Application #1 due
8			
9			
10			Instructor Meeting #2 due
11			
12			Internship hours, and Reflection and Application #2 due
13			
14			Instructor Meeting #3 due
15			Agency Description due
16			Internship hours, and Reflection and Application #3 due
		Finals	

**Note:** This course outline is the plan for the semester. The instructor reserves the right to alter the class schedule to meet the students' needs or deal with unforeseen circumstances.

**VI. EVALUATION COMPONENTS (EXAMS AND ASSIGNMENTS)**

1. **Internship Hours:** Complete 50 hours (per credit hour) in a social service agency and complete the Internship Log.
2. **Internship Reflection and Application:** Students will process their agency experiences utilizing a weekly reflection and application journal. A template for journal submissions will be provided by the instructor. Students are expected to submit monthly journal submissions throughout the semester.
3. **Agency Description:** The student will complete an assignment providing details about the agency. This will include history, services, make up of professionals, description of their theoretical frameworks and connection to social service policy.
4. **Instructor Meetings:** Each month the student will meet with the instructor to process and debrief the agency experience.

## VII. EVALUATION (GRADING)

		Grading Scale	
Internship Hours	300		
Internship Reflection and Application	300	90%-100%	A
3 @ 100 points each		80%-89.9%	B
Agency Description	190	70%-79.9%	C
Instructor Meetings	210	60%-69.9%	D
3 @ 70 points each		< 60%	F
<b>Total</b>	<b>1000</b>		

**Grading policy:** Your goal for this and other courses should be to make the most of your learning experience, and not simply "get an A." Your expectations about the grades you receive on assignments should be wholly based on: (1) the extent to which you respond accurately to assignment instructions and objectives, (2) the quality of your writing (to include grammar and spelling, organization, and clarity), (3) the extent to which you demonstrate critical thinking related to course readings and lectures, and (4) the extent and quality of your participation in class and group exercises. :

If there is something about an assignment or an exam that is unclear to you, it is your job to bring it to attention of your instructor as early as you can. Grade expectations should not be based on what you have received from other courses. If you have an issue with a grade you receive, please document the reasons for your **appeal in writing, within a week** of receiving grade on any assignment.

Grade of Incomplete will not be assigned except under unusual circumstances. This must be discussed with the instructor before the end of the semester.

## VIII. COURSE POLICY

### Attendance and participation

Students are expected to attend internship hours, actively participate, practice active listening skills, and complete assignments by the due dates. Please remember that your internship is a commitment that you have made. You should plan other things such as work, doctor appointments, meetings, and vacations around internship hours.

#### **Laptops/Tablets/Cellphones/Other electronic devices**

Electronic devices are not required for effective participation in this class (except for online and hybrid courses). You need instructor's approval to use lab tops or tablets during the class. Cellphones should be turned-off or on vibrate mode. Attendance/participation points will be deducted for chronic use of electronic devices for non-class related activities.

#### **General conduct**

Our social work classes focus on knowledge, values, and skills. One skill we want students to begin practicing in classes is professional behavior. Students display their ability to behave like a professional by arriving to class on time, paying attention in class, respecting instructor and peers, turning in assignment on time, and doing their best work. The instructor reserves the right to ask any student to leave class if that student's behavior interferes with the class learning. The students are expected to take care of their personal needs, if you need to step out for health-related reasons inform me beforehand or as soon as possible afterwards.

#### **Communicating with the instructor**

Please ask me right away if you need help with something or have concerns that you want to address. You may talk to me in person, call me, or email me. I try to respond to emails within 24 hours of business days. If you ever email me and fail to receive a response within 24 hours, please feel free to contact me again. Similarly, I expect you to check your email and Canvas on a regular basis for any course notices.

#### **Due dates for assignments**

The weekly assignment will be published every Monday at 1 pm. Assignments should be uploaded to Canvas, unless instructed otherwise. Because you are aware of due dates early in the semester, I expect you to plan ahead. Late work will result in a reduction of 15% each day that the assignment is late. An assignment is late if it is not uploaded to Canvas by midnight (Central Time) on the day it is due. Plan ahead so you will have time to deal with issues if they arise. Emailed assignments will not be accepted.

#### **Following instructions on assignments**

All assignments must be completed in APA format. Pay special attention to the following requirements:

- 12 point Times New Roman font
- Double space
- One-inch margins
- No extra spaces between paragraphs
- APA citations – in-text and in the reference page

#### **Workload**



Online learning requires a great deal of self-direction and discipline on the part of the student. In college courses you should generally plan to spend two to three hours outside of class for everyone in class which means 6-9 hours outside of class depending on the level of the course. For an online course you add the hours that you would have been in class. For an online course you should plan to spend 9-12 hours on the class each week.

Writing Center ([http://www.pittstate.edu/office/writing\\_center/index.dot](http://www.pittstate.edu/office/writing_center/index.dot)) is a great campus resource that helps you successfully complete writing assignments. You can also find basic information tutorials for APA style on their webpage ([http://www.pittstate.edu/office/writing\\_center/resources-for-writers.dot](http://www.pittstate.edu/office/writing_center/resources-for-writers.dot)). All writing assignment should follow the APA format unless instructed otherwise.

#### **Snow policy**

If local elementary schools in Pittsburg or in your town cancel school, I do not expect you to drive to the internship agency. Internship hours can be flexibly completed to

#### **Accommodation for disabilities**

If you need accommodations because of a disability, please talk to me before the 2<sup>nd</sup> class period. Accommodations may be initiated through the Center for Student Accommodations, which is located in Axe Library. <https://www.pittstate.edu/office/center-for-student-accommodations/>

#### **Academic misconduct (Taken from the PSU's 'Code of Student's Right and Responsibilities')**

Education at the university level requires intellectual integrity and trust between faculty and students. Professors are obliged to master their subject and present as fair an account of it as possible. For their part, students are obliged to make an honest effort to fulfill both the letter and the spirit of course requirements. Academic dishonesty violates both integrity and trust. It jeopardizes the effectiveness of the educational process and the reliability of publicly reported records of achievement.

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. It includes, but is not limited to:

1. Giving or receiving unauthorized aid on examinations,
2. Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,
3. Submitting the same work for more than one course without the instructor's permission, and,
4. Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing another individual's ideas or concepts without acknowledging their work, or contribution. To avoid charges of plagiarism, students should follow the citation directions provided by the instructor and/or department in which the class is offered.

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be individual, rather than group, work. Hence, copying from other students' quizzes or exams, as well as

presenting as one's own work an assignment prepared wholly or in part by another is in violation of academic honesty.

The above guidelines do not preclude group study for exams, sharing of sources for research projects, or students discussing their ideas with other members of the class unless explicitly prohibited by the instructor. Since the violation of academic honesty strikes at the heart of the educational process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates the "F" was the result of academic dishonesty) for the entire class and dismissal from the university.

When an instructor has a reasonable good faith belief that a student(s) has committed academic misconduct, that instructor has the sole discretion to give the student an F on the assignment/test to which the student committed academic misconduct or an F for the entire course. If such an F negatively affects the student's final grade in the course, that student(s) may appeal the final grade pursuant to the current Pittsburg State University Catalog's Grade Appeal process.

When the instructor wishes to impose an "XF", and/or more severe sanctions, he or she must first notify their department chair, dean, and the University's Academic Honesty Committee Chairperson in writing. In addition, the same procedure applies if similar sanctions seem warranted for a student(s) or former student(s) who have assisted in a serious act of academic dishonesty.

### **Syllabus Supplement**

University policies that are relevant to you are nicely packaged in this syllabus supplement. Please take a few minutes to open this file to review university policies on matters such as dead week policies, final exam schedule, incompletes, and many other topics. The supplement also includes important dates and services offered to students. The syllabus supplement is found here:

<https://www.pittstate.edu/registrar/files/documents/12-3-20-spring-syllabus-supplement.pdf>

### **Weapons Policy**

Read PSU's weapons policy <http://pittstate.edu/weaponspolicy/> and if you are over 21 years of age and decide to take advantage of this policy, be aware that the instructor will follow it verbatim, without warning or exception:

- o If I see a handgun being used in a threatening or dangerous manner, I will call 911
- o If I see a handgun that is not an immediate threat but that is not concealed, I will contact University Police at 235-4624

### **FINAL NOTE:**

***The instructor reserves the right to change the syllabus as necessary. You are responsible for all changes to the syllabus and for all information presented during class, regardless of whether or not you attended class.***

Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPASS College: Arts & SciencesSubmission Date: 10-4-21  
2/4/21Contact Person: Kristen Humphrey Faculty member  ChairRevision Effective: Spring 2022 (Semester/Year)

Offered: (check all that apply)

- Fall  
 Spring  
 Summer

Is this revision related to, and/or affect, any other departments/college/unit curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This change does not affect any other programPurpose/Justification for Revision to Course: We want to edit the name and the description of the course to update the language.**Existing Course:**Course Number: SWK 341Title of Course: Social Work and the AgedCredit Hours: 3

Prerequisite: \_\_\_\_\_

Course Description (as it appears in the current catalog): Social work and social welfare policies, services and interventive processes are studied with reference to the needs of older Americans.**Proposed Course:**Course Number: SWK 341Title of Course: Social Work with Older AdultsCredit Hours: 3

Prerequisite:

Course Description (as it will appear in the next catalog): Social work and social welfare policies, services and interventive processes are studied with reference to the needs of older adults.

**Additional Questions**

1. Is this course to be considered for PittState Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

\_\_\_\_\_



*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.*

2. Will this course be required of any education majors?  Yes  No
- If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

NA

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 10/5/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: Pitt State Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the SharePoint, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.



Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPASS College: Arts & SciencesSubmission Date: 10-4-21  
2/4/21Contact Person: Kristen Humphrey Faculty member  ChairRevision Effective: Spring 2022 (Semester/Year)

Offered: (check all that apply)

- Fall  
 Spring  
 Summer

Is this revision related to, and/or affect, any other departments/college/unit curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This change does not affect any other programPurpose/Justification for Revision to Course: We want to edit the name of our policy courses to make it more clear that they are part of a sequence and to reflect what we typically call these courses. We also want to allow for a corequisite because transfer students often need to take this along with Introduction to Social Work.**Existing Course:**Course Number: SWK 365Title of Course: Social Process and Social PolicyCredit Hours: 3Prerequisite: Prerequisite: SWK 201 Introduction to Social Work or permission of instructor.Course Description (as it appears in the current catalog): An analysis of the probable origins of major social problems and the social policies (historical, current, and proposed) that have been offered to address them. The influence of societal values on definitions of social problems. Provides a context for social work practice.**Proposed Course:**Course Number: SWK 365Title of Course: Policy I: Social Process and Social PolicyCredit Hours: 3Prerequisite: Prerequisite or corequisite: SWK 201 Introduction to Social Work or permission of instructor.

Pittsburg State University

Course Description (as it will appear in the next catalog): An analysis of the probable origins of major social problems and the social policies (historical, current, and proposed) that have been offered to address them. The influence of societal values on definitions of social problems. Provides a context for social work practice.



**Additional Questions**

1. Is this course to be considered for PittState Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

\_\_\_\_\_

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.*

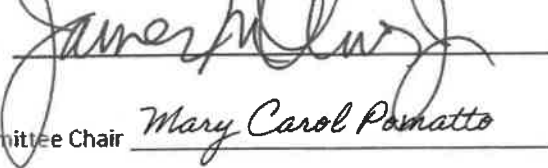

2. Will this course be required of any education majors?  Yes  No

*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

NA

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 10/5/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
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Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPASS College: Arts & SciencesSubmission Date: 10-4-21  
~~2/4/21~~Contact Person: Kristen Humphrey Faculty member  ChairRevision Effective: Spring 2022 (Semester/Year)

Offered: (check all that apply)

- Fall  
 Spring  
 Summer

Is this revision related to, and/or affect, any other departments/college/unit curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This change does not affect any other program

Purpose/Justification for Revision to Course: We want to edit the name of our Human Behavior courses to make it more clear that they are part of a sequence and to reflect what we typically call these courses. We also want to allow a Intro to Social Work as a co-requisite because transfer students often need to take this course along with Introduction to Social Work.

**Existing Course:**Course Number: SWK 385Title of Course: Human Behavior Social Environment: Individual and Family FunctioningCredit Hours: 3Prerequisite: Prerequisite: SWK 201 Introduction to Social Work or permission of instructor.

Course Description (as it appears in the current catalog): The use of micro level social and behavioral science theories in social work practice. The life cycle and its influences on the development of individual differences is emphasized; the impact of racial, ethnic, and cultural differences is included.

**Proposed Course:**Course Number: SWK 385Title of Course: Human Behavior in the Social Environment I: Individual and Family FunctioningCredit Hours: 3Prerequisite: Prerequisite or Corequisite: SWK 201 Introduction to Social Work or permission of instructor.

Pittsburg State University

**Course Description (as it will appear in the next catalog): The use of micro level social and behavioral science theories in social work practice. The life cycle and its influences on the development of individual differences is emphasized; the impact of racial, ethnic, and cultural differences is included.**

**Additional Questions**

1. Is this course to be considered for PittState Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

\_\_\_\_\_

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.*

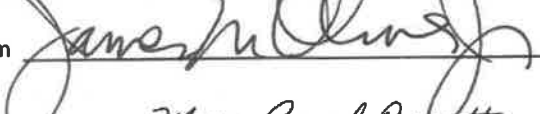

2. Will this course be required of any education majors?  Yes  No

If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

NA

PITTSBURG STATE UNIVERSITY  
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Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPASS College: Arts & SciencesSubmission Date: 10-4-21  
~~2/4/21~~Contact Person: Kristen Humphrey Faculty member  ChairRevision Effective: Spring 2022 (Semester/Year)

Offered: (check all that apply)

- Fall  
 Spring  
 Summer

Is this revision related to, and/or affect, any other departments/college/unit curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This change does not affect any other programPurpose/Justification for Revision to Course: We want to edit the name of our policy courses to make it more clear that they are part of a sequence and to reflect what we typically call these courses.**Existing Course:**Course Number: SWK 465Title of Course: Social Welfare Policy AnalysisCredit Hours: 3Prerequisite: Prerequisite: SWK 365 Social Process and Social Policy or permission of instructor.Course Description (as it appears in the current catalog): A continuation of SWK 365 Social Process and Social Policy. Analysis of social welfare policies and the assumptions underlying their development. Analytical models are introduced. The process of policy development and prevention/remediation issues are examined.**Proposed Course:**Course Number: SWK 465Title of Course: Policy II: Social Welfare Policy AnalysisCredit Hours: 3Prerequisite: Prerequisite: SWK 365 Policy I: Social Process and Social Policy or permission of instructor.Course Description (as it will appear in the next catalog): A continuation of SWK 365 Policy I: Social Process and Social Policy. Analysis of social welfare policies and the assumptions underlying their development. Analytical models are introduced. The process of policy development and prevention/remediation issues are examined.

Request for Revision to Course- Revised Summer 2019

1

*Pittsburg State University*



**Additional Questions**

1. Is this course to be considered for PittState Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

\_\_\_\_\_

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.*

2. Will this course be required of any education majors?  Yes  No

*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

NA

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Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: HPASS College: Arts & SciencesSubmission Date: 10-4-21  
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- Fall  
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 Summer

Is this revision related to, and/or affect, any other departments/college/unit curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This change does not affect any other programPurpose/Justification for Revision to Course: We want to edit the name of our Human Behavior courses to make it more clear that they are part of a sequence and to reflect what we typically call these courses. We are also changing the prerequisite and deleting the word "family" from the course description.**Existing Course:**Course Number: SWK 485Title of Course: Human Behavior In the Social Environment: Groups and CommunitiesCredit Hours: 3Prerequisite: Prerequisite: SWK 201 Introduction to Social Work or permission of instructor.Course Description (as it appears in the current catalog): An emphasis is placed on theories at the mezzo and macro systems (group to community) levels. The course includes theories pertaining to family, group, organizational and community systems. Discussion on human diversity, discrimination and oppression is integrated at various levels.**Proposed Course:**Course Number: SWK 485Title of Course: Human Behavior in the Social Environment II: Groups and CommunitiesCredit Hours: 3Prerequisite: Prerequisite: SWK 385 Human Behavior in the Social Environment I: Individual and Family Functioning or permission of instructor.

Pittsburg State University

Course Description (as it will appear in the next catalog): An emphasis is placed on theories at the mezzo and macro systems (group to community) levels. The course includes theories pertaining to group, organizational and community systems. Discussion on human diversity, discrimination and oppression is integrated at various levels.

**Additional Questions**

1. Is this course to be considered for PittState Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

\_\_\_\_\_

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.*

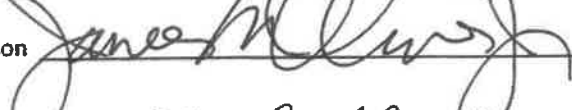

2. Will this course be required of any education majors?  Yes  No

*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

NA

PITTSBURG STATE UNIVERSITY  
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Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

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## Request for Revision to Curriculum

Revision for:       Major       Minor       Emphasis       Certificate

Department: Music      College: Arts & Sciences      This program is to be offered 50% or more online as a Hybrid \_\_\_\_\_  
 This program is to be offered fully online \_\_\_\_\_

Submission Date: 10/7/21      Revision Effective: Fall, 2022  
 (Year)

Contact Person: Susan Marchant       Faculty member       Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Music, Performance Emphasis (Vocal Option)

*If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:*

Description of Change We propose the addition of two credits in the area of music history, and the deletion of two credits in the area of Opera Workshop, to the Vocal Option under the Music Performance Emphasis of the Bachelor of Music degree.

Rationale for Change (include changes to curriculum objectives): This will make the music history requirement of the vocal performance option more consistent with the other two options (instrumental and keyboard) under the BM-Performance Emphasis.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

Yes       No

*Whether a "yes" or "no" response, please provide an explanation.*

This is strictly a matter of slight curricular revision within the PSU Department of Music.

Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

Yes       No

*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*

This was discussed initially among the voice faculty and then taken to the music faculty as a whole for their input and endorsement.

### Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:

Degree: Bachelor of Music

Major: Music

Emphasis: Music Performance

[Download](#) | [Print](#)

## LP1

## Vocal Option

## Applied Music (40 hours)

- MUSIC-250 Applied Music (\_\_\_\_) (1/2-3 hours)

Will be taken for 3 credit hours for 4 semesters for a total of 12 credit hours.

- MUSIC-450 Applied Music (\_\_\_\_) (1/2-3 hours)

Will be taken for 3 credit hours for 4 semesters for a total of 12 credit hours.

- MUSIC-131 Piano Class (1 hour)
- MUSIC-132 Piano Class (1 hour)
- MUSIC-231 Intermediate Piano Class (1 hour)
- MUSIC-232 Intermediate Piano Class (1 hour)

Enrollment may exceed four enrollments, if necessary. Students must enroll in and pass these courses with a "C" or better, and/or pass the piano proficiency examination. The piano proficiency examination may be taken in any semester and those who pass will be excused from further secondary piano requirements.

- MUSIC-191 Recital Hour (0 hours)
- MUSIC-391 Recital Hour (0 hours)

Must be taken for a total of 7 semesters.

- MUSIC-288 Applied Diction for Singers I (1 hour)
- MUSIC-289 Applied Diction for Singers II (1 hour)
- MUSIC-326 Pedagogy/Literature (\_\_\_\_) (1-3 hours)

Must be taken for a total of 3 hours.

- MUSIC-279 Opera Workshop (1-3 hours)

Must be taken for a total of 3 hours.

- MUSIC-479 Opera Workshop (1-3 hours)

Must be taken for a total of 4 hours.

- MUSIC-392 Junior Recital (\_\_\_\_) (0 hours)
- MUSIC-492 Senior Recital (\_\_\_\_) (0 hours)

Music Theory (19 hours) <sup>See notes \*1</sup>

- MUSIC-111 Aural Skills and Theory I (4 hours)
- MUSIC-113 Aural Skills and Theory II (4 hours)
- MUSIC-211 Aural Skills and Theory III (3 hours)



- MUSIC-213 Aural Skills and Theory IV (3 hours)
- MUSIC-414 Forms and Analysis (2 hours)
- MUSIC-511 Counterpoint (3 hours)

\*1

A grade of "C" or better is required in MUSIC 111, MUSIC 113, MUSIC 211, and MUSIC 213.

Music Education (4 hours)

- MUSIC-238 Basic Conducting (2 hours)
- MUSIC-337 Choral Conducting (2 hours)

Music History and Literature (9 hours)

- MUSIC-321 History of Music (3 hours)
- Will satisfy 3 hours of Pitt State Pathway.
- MUSIC-322 History of Music (3 hours)
  - MUSIC-722 History of Solo Vocal Repertoire (3 hours)

Music Ensembles (8 hours) *See notes \*2*

- MUSIC-187 University Choir (1 hour)
- MUSIC-387 University Choir (1 hour)

\*2

Minimum requirement is eight hours. Required each semester for a full-time student.

Foreign Language (6 hours) *See notes \*3*

- MLL-124 French Language and Culture I (3 hours)
- and
- MLL-128 French Language and Culture II (3 hours)
- or
- MLL-154 Spanish Language and Culture I (3 hours)
- and
- MLL-158 Spanish Language and Culture II (3 hours)
- or
- MLL-124 French Language and Culture I (3 hours)
- and
- MLL-154 Spanish Language and Culture I (3 hours)

\*3

MLL 124 French Language and Culture I or MLL 154 Spanish Language and Culture I will satisfy 3 hours of PittState Pathway.

## Pitt State Pathway

The Pitt State Pathway requirements consist of 40-41 credit hours...

### Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum as you wish it to appear in the online catalog:

Degree: Bachelor of Music

Major: Music

Emphasis: Music Performance

[Download](#) | [Print](#)

LP1

Vocal Option

Applied Music (38 hours)

- MUSIC-250 Applied Music (\_\_\_\_) (1/2-3 hours)

Will be taken for 3 credit hours for 4 semesters for a total of 12 credit hours.

- MUSIC-450 Applied Music (\_\_\_\_) (1/2-3 hours)

Will be taken for 3 credit hours for 4 semesters for a total of 12 credit hours.

- MUSIC-131 Piano Class (1 hour)
- MUSIC-132 Piano Class (1 hour)
- MUSIC-231 Intermediate Piano Class (1 hour)
- MUSIC-232 Intermediate Piano Class (1 hour)

Enrollment may exceed four enrollments, if necessary. Students must enroll in and pass these courses with a "C" or better, and/or pass the piano proficiency examination. The piano proficiency examination may be taken in any semester and those who pass will be excused from further secondary piano requirements.

- MUSIC-191 Recital Hour (0 hours)
- MUSIC-391 Recital Hour (0 hours)

Must be taken for a total of 7 semesters.

- MUSIC-288 Applied Diction for Singers I (1 hour)
- MUSIC-289 Applied Diction for Singers II (1 hour)
- MUSIC-326 Pedagogy/Literature (\_\_\_\_) (1-3 hours)

Must be taken for a total of 3 hours.

- MUSIC-279 Opera Workshop (1-3 hours)

Must be taken for a total of 2 hours.

- MUSIC-479 Opera Workshop (1-3 hours)

Must be taken for a total of 3 hours.

- MUSIC-392 Junior Recital (\_\_\_\_) (0 hours)
- MUSIC-492 Senior Recital (\_\_\_\_) (0 hours)

#### Music Theory (19 hours) *See notes \*1*

- MUSIC-111 Aural Skills and Theory I (4 hours)
- MUSIC-113 Aural Skills and Theory II (4 hours)
- MUSIC-211 Aural Skills and Theory III (3 hours)
- MUSIC-213 Aural Skills and Theory IV (3 hours)
- MUSIC-414 Forms and Analysis (2 hours)
- MUSIC-511 Counterpoint (3 hours)

\*1

A grade of "C" or better is required in MUSIC 111, MUSIC 113, MUSIC 211, and MUSIC 213.

#### Music Education (4 hours)

- MUSIC-238 Basic Conducting (2 hours)
- MUSIC-337 Choral Conducting (2 hours)

#### Music History and Literature (11 hours)

- MUSIC-321 History of Music (3 hours)
- Will satisfy 3 hours of Pitt State Pathway.
- MUSIC-322 History of Music (3 hours)
  - MUSIC-327 Contemporary Music (1 hour)
  - MUSIC-328 World Music (1 hour)
  - MUSIC-722 History of Solo Vocal Repertoire (3 hours)

#### Music Ensembles (8 hours) *See notes \*2*

- MUSIC-187 University Choir (1 hour)
- MUSIC-387 University Choir (1 hour)

\*2

Minimum requirement is eight hours. Required each semester for a full-time student.

**Foreign Language (6 hours)** *See notes \*3*

- MLL-124 French Language and Culture I (3 hours)
- and
- MLL-128 French Language and Culture II (3 hours)
- or
- MLL-154 Spanish Language and Culture I (3 hours)
- and
- MLL-158 Spanish Language and Culture II (3 hours)
- or
- MLL-124 French Language and Culture I (3 hours)
- and
- MLL-154 Spanish Language and Culture I (3 hours)

\*3

MLL 124 French Language and Culture I or MLL 154 Spanish Language and Culture I will satisfy 3 hours of PittState Pathway.

**Pitt State Pathway**

The Pitt State Pathway requirements consist of 40-41 credit hours...

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:  
\_\_\_\_\_

3. Will this revision have specific Pitt State Pathway courses required?  Yes  No  
*Please realize that this requirement will need to gain approval of the PittState Pathway Committee.*
4. Will this revision affect any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*
5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?  
None

**Additional Questions for certificate only:**

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours)  Yes  No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?  Yes  No

*If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.*

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 11/2/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: Pitt State Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the SharePoint, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.

Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: Music College: Arts & SciencesSubmission Date: 10/7/21Contact Person: Susan Marchant Faculty member  ChairRevision Effective: Fall, 2022 or asap (Semester/Year)

Offered: (check all that apply)

- Fall  
 Spring  
 Summer

Is this revision related to, and/or affect, any other departments/college/unit curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*As discussed in music faculty meetings, the course description language needs to be updated in order to align with our program as currently offered.Purpose/Justification for Revision to Course: We have streamlined our offerings to one degree with three emphases, so the course descriptions need to align with the new organization.**Existing Course:**Course Number: 392Title of Course: Junior Recital ( )Credit Hours: 0 hoursPrerequisite: Junior level in same applied subject, with concurrent enrollment in that subject, plus permission of instructor.Course Description (as it appears in the current catalog): For the Bachelor of Music program, a recital of at least 30 minutes is required in the junior year. May be repeated if the medium is different. Prerequisite: Junior level in same applied subject, with concurrent enrollment in that subject, plus permission of instructor.**Proposed Course:**Course Number: 392Title of Course: Junior Recital ( )Credit Hours: 0 hoursPrerequisite: Junior level in same applied subject, with concurrent enrollment in that subject, plus permission of instructor.

Pittsburg State University

Course Description (as it will appear in the next catalog): For the Performance Emphasis under the Bachelor of Music Degree, a recital of at least 30 minutes is required in the junior year. May be repeated if the medium is different. Prerequisite: Junior level in same applied subject, with concurrent enrollment in that subject, plus permission of instructor.



**Additional Questions**

Pittsburg State University

1. Is this course to be considered for PittState Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

\_\_\_\_\_

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.*

2. Will this course be required of any education majors?  Yes  No  
If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?  
None

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 10-21-21 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: Pitt State Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the SharePoint, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.

Pittsburg State University

**Request for Revision to Course**

(Undergraduate Course Numbers through Course Number 699)

Department: Music College: Arts & SciencesSubmission Date: 10/7/21Contact Person: Susan Marchant Faculty member  ChairRevision Effective: Fall, 2022 or asap (Semester/Year)

Offered: (check all that apply)

 Fall Spring Summer

Is this revision related to, and/or affect, any other departments/college/unit curricula or programs at Pittsburg State University?

 Yes  No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*As discussed in music faculty meetings, the course description language needs to be updated in order to align with our program as currently offered.Purpose/Justification for Revision to Course: We have streamlined our offerings to one degree with three emphases, so the course descriptions need to align with the new organization.**Existing Course:**Course Number: 493Title of Course: Senior ProjectCredit Hours: 0 hoursPrerequisite: Approval of BA AdvisorCourse Description (as it appears in the current catalog): For the Bachelor of Arts degree only. Students seeking the BA in Music degree have the option of doing a Senior Recital or a Senior Project as the capstone course for their degree. The scope and depth of the project will be determined in consultation with the BA degree advisor in the Department of Music. Prerequisite: Approval of BA Advisor.**Proposed Course:**Course Number: 493Title of Course: Senior ProjectCredit Hours: 0 hoursPrerequisite: Approval of Advisor

*Pittsburg State University*

**Course Description (as it will appear in the next catalog):** For the Bachelor of Music with Elective Studies in an Outside Field only. Students seeking this degree have the option of doing a Senior Recital or a Senior Project as the capstone course for their program. The scope and depth of the project will be determined in consultation with the program advisor in the Department of Music. Prerequisite: Approval of Advisor.

**Additional Questions**

1. Is this course to be considered for PittState Pathway?  Yes  No

If "yes," please indicate the University's Pitt State Pathway Goals met by this course AND the assessment data that will be collected to measure these goals:

\_\_\_\_\_

*Please realize that this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate.*

2. Will this course be required of any education majors?  Yes  No

*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

None

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 10/7/21 Signature, Department Chairperson [Signature]
- Approved: College Curriculum Committee  
Date 11/2/21 Signature, College Curriculum Committee Chair Mary Carol Pomatto
- Approved: Dean of College  
Date 11/2/21 Signature, Dean Mary Carol Pomatto
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair [Signature]
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Approved: Pitt State Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, Pitt State Pathway Committee Chair \_\_\_\_\_
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the SharePoint, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.

## Request for Revision to Curriculum

Revision for:  Major  Minor  Emphasis  Certificate

Department: Kelce Undergraduate School of Business College: Kelce College of Business

Submission Date: 9/21/2021

Revision Effective: Fall, 2022

(Year)

Contact Person: Maeve Cummings

Faculty member  Chair

Name of Existing Major or Minor/Emphasis/Certificate: Computing

*If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:*

\_\_\_\_\_

Description of Change: Adjusting required number of hours and courses due to past curriculum changes

Rationale for Change (include changes to curriculum objectives): Currently, the Computing minor requires CIS\*350 Intro to System Administration. This course no longer exists and must be removed as a required course for the Computing minor. Additionally, the required number of hours is being reduced from 21 to 18.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

Yes  No

*Whether a "yes" or "no" response, please provide an explanation.*

Currently, the Computing minor requires CIS\*350 Intro to System Administration. This course no longer exists and must be removed as a required course for the Computing minor. Additionally, the required number of hours is being reduced from 21 to 18.

Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

Yes  No

*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*

Currently, the Computing minor requires CIS\*350 Intro to System Administration. This course no longer exists and must be removed as a required course for the Computing minor. Additionally, the required number of hours is being reduced from 21 to 18.

### Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:

21 Hours:

CIS\*230 Introduction to Programming (3 hours)

CIS\*240 Intermediate Programming (3 hours)

CIS\*350 Introduction to System Administration (3 hours)

Electives from Computer Information Systems (12 hours). Courses numbered above 199, with at least six hours numbered above 299.

### Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum as you wish it to appear in the online catalog:

Minor: Computing (18 hours)

- (3 hours) – CIS\*130 Computer Information Systems
- (3 hours) – CIS\*230 Introduction to Programming
- (3 hours) – CIS\*240 Intermediate Programming
- (3 hours) – CIS \*380 Systems Analysis & Design
- (3 hours) – CIS\*420 Management Information Systems
- (3 hours) – CIS\*299 or higher



**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:  
\_\_\_\_\_

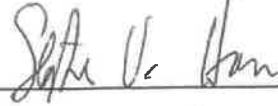

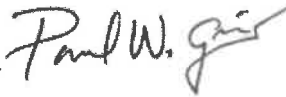

3. Will this revision have specific PittState Pathway courses required?  Yes  No  
*Please realize that this requirement will need to gain approval of the PittState Pathway Committee.*
4. Will this revision affect any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*
5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?  
None

**Additional Questions for certificate only:**

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours)  Yes  No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?  Yes  No

*If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.*

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 9/23/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 09-24-2021 Signature, College Curriculum Committee Chair 
- Approved: Dean of College  
Date 9-24-21 Signature, Dean 
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, PittState Pathway Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Approval at Kansas Board of Regents level:

- COCAO Date: \_\_\_\_\_

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

## Request for New Minor/Emphasis/Certificate

Proposal for a New:  Minor  Emphasis  Certificate

Department: Kelce Undergraduate School of Business College: Kelce College of Business

This program is to be offered 50% or more online as a Hybrid \_\_\_\_\_

This program is to be offered fully online \_\_\_\_\_

Submission Date: 9/22/2021

Effective: Fall, 2022 (Year)

Contact Person: Sang-Heui Lee  Faculty member  Chair

Title of Proposed Minor/Emphasis /Certificate: Minor in Management

Purpose/Justification for Minor/Emphasis/Certificate: A Minor in Management will allow students the opportunity to take some additional courses to complement their major. Today's students must possess knowledge and skills that will help them become effective decision makers and leaders. This new minor will give students some concrete fundamental concepts of business and is designed to enhance the student's interpersonal, managerial, and leadership skills.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

Yes  No

*Whether a "yes" or "no" response, please provide an explanation.*

This new minor will be available to all undergraduate majors at Pittsburg State University.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/ college's/ unit's curricula or programs at Pittsburg State University?

Yes  No

*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*

This new minor will be available to all undergraduate majors at Pittsburg State University.

The proposed curriculum is below. The Minor in Management will be available to all undergraduate majors at Pittsburg State University. This minor will consist of a minimum of 18 semester hours.

Minor in Management (18 hours)

MGT\*210 Business Professionalism (3 hours) - Required

(9) hours to choose from the following four courses:

MGT\*510 Operations Management

MGT\*520 Quality Management

MGT\*530 Advanced Organizational Behavior

MGT\*540 Human Resources Management

(3) hours to choose from the following two courses:

IB\*330 International Business

IB\*340 International Marketing

(3) hours to choose from the following courses:

COMM\*450 Small Group Communication

HRD\*596 Intro to Human Resource Development

MGT\*410 Topics in Management

MGT\*610 Topics in Management

MGT\*620 Internship in Management

MGT\*630 International Experience in Management

PSYCH\*575 Industrial & Organizational Psych

ECON\*468 Labor Economics

Please complete the Kansas Board of Regent forms located at [https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval) and list the proposed curriculum for the New Minor, where no board-approved degree program exists, in section 3 (III) of the forms. Please input the proposed curriculum **as you wish it to appear in the next catalog**. No KBOR form is needed for New Emphases or Certificates. **If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.**

**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:  
\_\_\_\_\_





3. Will this minor/emphasis/certificate have specific PittState Pathway courses required?  
 Yes  No  
*Please realize that this requirement will need to gain approval of the PittState Pathway Committee.*
4. Will this minor/emphasis/certificate affect any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*
5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?  
None

**Additional Questions for certificate only:**

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours)  Yes  No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?  Yes  No

*If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.*

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 9/23/21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 09-24-2021 Signature, College Curriculum Committee Chair 
- Approved: Dean of College  
Date 9-24-21 Signature, Dean 
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, PittState Pathway Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Approval at Kansas Board of Regents level:

- COCAO Date: \_\_\_\_\_

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

## Request for New Minor/Emphasis/Certificate

Proposal for a New:  Minor  Emphasis  Certificate

Department: Automotive Technology College: College of Technology This program is to be offered 50% or more online as a Hybrid \_\_\_\_\_

Submission Date: 8/23/21 (Year) This program is to be offered fully online Yes Effective: Fall, 2022

Contact Person: Tim Dell  Faculty member  Chair

Title of Proposed Minor/Emphasis /Certificate: Diesel/Heavy Equipment (Caterpillar ThinkBIGGER online) emphasis

Purpose/Justification for Minor/Emphasis/Certificate: The Department of Automotive Technology has seen an increase in requests for an online Caterpillar ThinkBIGGER online emphasis. There is also a university wide initiative to create new ways to recruit students. This new emphasis will create a means for graduates of Caterpillar ThinkBIG (2 year programs) to complete a BAS in Technology online. Specifically, this emphasis is intended for students that have previously completed an AAS in Caterpillar ThinkBIG, who is working full-time, and looking to further their career by completing a bachelor's degree.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

Yes  No

Whether a "yes" or "no" response, please provide an explanation.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/ college's/ unit's curricula or programs at Pittsburg State University?

Yes  No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This new emphasis is the same emphasis as the existing Caterpillar ThinkBIGGER BAS emphasis, however, the primary difference is that it will be offered online. Because of this, it should have no affect on any other departments.

The specific courses for this new emphasis are:

**Technology Management (Organization and Leadership)**

AT 580 Dealership Service Operations

**(Select 9 credit hours from the following courses):**

TM 500 Industrial Organizational and Technology Management (3 hours)

TM 679 Presentation Skills (3 hours)

AT 682 Dealership Sales Operations (3 hours)

TM 606 Industrial Supervision (3 hours)

EST 512 Risk Assessment (3 hours)

Or approved substitute

**Technical Specialization, Support and Electives**

**Technical Specialization**

Technical courses from Caterpillar ThinkBIG Associate Degree (40 hours)

**Automotive Technical Support Courses (12 hours)**

AT 300: Diesel Internship (3 hours)

AT 399 Professional Development in the Transportation Industry (2 hours)

AT 621 Advanced Diesel Electronics and Diesel Engine Lab (3 hours)

AT 654 Advanced Hydraulic Systems (3 hours)

AT 699 Senior Seminar (1 hour)

**Technical Electives (Select 12 hours from below)**

AT 300 Diesel Internship (3 hours)

AT 400 Diesel Internship (3 to 6 hours)

AT 414 Automatic Transmissions (3 hours)

AT 416 Fluid Power (3 hours)

AT 418 Failure Analysis (3 hours)

AT 519 Mobile Fuels, Lubricants and Fluids (3 hours)

AT 522 Alternate Fuels in Transportation

AT 620 Hybrid, Electric, and Fuel Cell Vehicles

Please complete the Kansas Board of Regent forms located at [https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval) and list the proposed curriculum for the New Minor, where no board-approved degree program exists, in section 3 (III) of the forms. Please input the proposed curriculum as **you wish it to appear in the next catalog**. No KBOR form is needed for New Emphases or Certificates. **If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.**



**Additional Questions**

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):  
\_\_\_\_\_ No. No additional resources are required.
2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?  
 Yes  No *If "yes," please realize that it will need to gain approval of the President's Council.*  
No additional student fees will be charged.  
Please give the rationale for additional student fees:  
\_\_\_\_\_
3. Will this minor/emphasis/certificate have specific PittState Pathway courses required?  
 Yes  No  
*Please realize that this requirement will need to gain approval of the PittState Pathway Committee.*  
We do not have specific Pathway courses. Students get to choose from a list of Pathway courses.
4. Will this minor/emphasis/certificate affect any education majors?  Yes  No  
*If "yes," please realize that this requirement will need to have the approval of the Council for Teacher Education.*
5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?  
\_\_\_\_\_ None

**Additional Questions for certificate only:**

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours)  Yes  No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?  Yes  No

*If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.*

PITTSBURG STATE UNIVERSITY  
LEGISLATIVE PROCESS  
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- Approved: Department Chairperson  
Date 8-27-21 Signature, Department Chairperson 
- Approved: College Curriculum Committee  
Date 10.07.21 Signature, College Curriculum Committee Chair 
- Approved: Dean of College  
Date 10/19/2021 Signature, Dean 
- Approved: PittState Pathway Committee (if applicable)  
Date \_\_\_\_\_ Signature, PittState Pathway Committee Chair \_\_\_\_\_
- Approved: Council for Teacher Education (if applicable)  
Date \_\_\_\_\_ Signature, Council for Teacher Education Chair \_\_\_\_\_
- Approved: Faculty Senate University Undergraduate Curriculum Committee  
Date 12-01-2021 Signature, Undergraduate Curriculum Committee Chair 
- Approved: Faculty Senate  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_
- Final approved packet forwarded to Provost's office.  
Date \_\_\_\_\_ Signature, Recording Secretary, Faculty Senate \_\_\_\_\_

Approval at Kansas Board of Regents level:

- COCAO Date: \_\_\_\_\_

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

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Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

**Pitt State Pathway**  
(Undergraduate Course Numbers through 699)

Please check only one:

- Course is **currently** a "General Education" course
- Course is listed in the current catalog, but is **NOT** a "General Education" course
- New course that is **NOT** listed in the current catalog and has **NOT** been legislated through PSU Faculty Senate and/or KBOR
- A. Submission date: November 1, 2021
- B. Department: HPASS
- C. College: Arts and Sciences  
If two or more Colleges, please indicate which Colleges will be involved in teaching the course:  
Click or tap here to enter text.
- D. Name of faculty member on record for the course (may be Coordinating Professor or Chair):  
Jeremy Wolfe  
*(As faculty of record, I verify all sections agree to address the Core or Essential Studies Element and corresponding Learning Outcome as indicated below.)*
- E. Course prefix: SWK
- F. Course number: 250
- G. Credit hours: 3
- H. Title of course: Relationship Skills  
Is this a change in the title of the course? No  
*(If "Yes," a Revision to Course form will need to be completed and uploaded to the Preliminary Briefcase and will go through the legislation process.)*
- I. Will this course require a new course description? Yes  
*(If "Yes," please insert new course description here. A Revision of Course form will need to be completed and uploaded to the Preliminary Briefcase and will go through the legislation process.)*  
SWK 250 Relationship Skills. The purpose of the course is to learn to work and play well with others, which is essential to the human experience. This course focuses on developing the skills you need to build and sustain personal and professional relationships, take care of your own thoughts and feelings, and resolve conflicts with other people. Additionally, the course strives to integrate practical models of life skills into daily life, promoting healthy interaction with people from all walks of life. Anything you do in life will be impacted by your success or failure in developing relationships with other people.
- J. Does this course include a co-requisite laboratory course: No  
If "Yes", please provide the co-requisite course name and number:  
Click or tap here to enter text.
- K. Will this course be available on-line: No  
If "Yes", please provide a detailed explanation: N/A
- L. Semester(s) course will be offered (choose all that apply): Fall and Spring
- M. Prerequisite(s): None

Pittsburg State University - Pitt State Pathway

N. Co-requisite(s) —other than lab course named above: None

O. Select the *Pitt State Pathway Core Element* or *Essential Studies Element* based on the identified Learning Outcome to be covered in the course (choose only one set):  
(Refer to definitions, hierarchy, and rubrics in the *Pitt State Pathway* document)

Select Only One Element

- Communication
  - Written Communication** .....
    - Students will communicate effectively.
- Communication
  - Verbal Communication** .....
    - Students will communicate effectively.
- Quantitative/Analytic Methods and Scientific Literacy
  - Quantitative/Analytic Methods** .....
    - Students will analyze data logically.
- Global Understanding and Civic Engagement
  - Human Experience within a Global Context** .....
    - Students will explore global systems conscientiously.
- Global Understanding and Civic Engagement
  - Human Systems within a Global Context** .....
    - Students will explore global systems conscientiously.
- Global Understanding and Civic Engagement
  - Natural World within a Global Context** .....
    - Students will explore global systems conscientiously.
- Personal and Professional Behavior
  - Wellness Strategies** .....
    - Students will model productive behaviors purposefully.

P. Will the course address a **Companion Element**? Yes  
(Refer to definitions, hierarchy, and rubrics in the *Pitt State Pathway* document.)

If "Yes," please select one: Social Responsibility within a Global Context

Q. What is the highest anticipated level of student achievement for the stated learning outcome(s) common across all sections of the course? Note: Sample assessment strategies will be submitted on the representative syllabus. **Mastery**  
(Refer to definitions, hierarchy, and rubrics in the *Pitt State Pathway* document.)

R. Please submit course syllabus as an attachment, highlighting the following items: course objectives related to Learning Outcome(s), assessment strategies (e.g. exams, course project, etc.), and assessment tool(s) to be used to measure student achievement.

**Legislative Process  
Authorization and Notification Signatures**  
(Electronic signatures accepted)

Department Chairperson ..... Approved  Not Approved   
*James M. [Signature]* ..... 11/15/21  
Department Chairperson Signature ..... Date

Faculty Senate General Education Committee ..... Approved  Not Approved   
*Robert [Signature]* ..... 11/25/21  
Faculty Senate General Education Chairperson Signature ..... Date

Faculty Senate ..... Approved  Not Approved   
.....  
Faculty Senate Recording Secretary Signature ..... Date

Note: Each College curriculum representative will notify their respective College and Department(s) of the completion of the approval process.

\*Originating Department: Please complete the entire form and email to the chair of the Pitt State Pathway Committee. Once approved they will send to Faculty Senate President to be added to the agenda of the upcoming meeting.

Naming convention: PSP.ABC123.Form  
PSP = Pitt State Pathway.  
ABC123 = Course abbreviation and number

